

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF MISSOURI  
CHAPTER 13 PRO SE FILER (SELF FILER) DOCUMENT CHECKLIST

**BEFORE YOU FILE:**

- ☐ CERTIFICATE OF CREDIT COUNSELING – MUST BE COMPLETED WITHIN 180 DAYS OF CASE FILING  
FOR A LIST OF APPROVED AGENCIES, SEE <http://www.usdoj.gov/ust/eo/bapcpa/ccde/index.htm>

**WHEN YOU FILE:**

BANKRUPTCY FORMS ARE AVAILABLE FOR FREE FROM TWO WEB SITE LOCATIONS

SITE 1: <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>

SITE 2: <http://www.mow.uscourts.gov/forms.html#bankruptcy>

**FORMS**

- ☐ [VOLUNTARY PETITION](#) (B1)  
☐ [EXHIBIT D TO THE VOLUNTARY PETITION](#) (B1D)  
☐ [SUMMARY OF SCHEDULES](#) (B6)  
☐ [STATISTICAL SUMMARY OF CERTAIN LIABILITIES](#) (B6)  
☐ SCHEDULES [A](#) – [B](#) – [C](#) – [D](#) – [E](#) – [F](#) – [G](#) – [H](#) – [I](#) – [J](#) (B6A – B6J) (ALL OF THESE SCHEDULES MUST BE INCLUDED WITH YOUR FILING; EVEN IF YOU DON'T HAVE ANY INFORMATION TO PUT ON THE SCHEDULE)  
☐ [DECLARATION CONCERNING DEBTOR'S SCHEDULES](#) (B6)  
☐ [STATEMENT OF FINANCIAL AFFAIRS](#) (B7)  
☐ [STATEMENT OF CURRENT MONTHLY INCOME](#) (B22C)  
☐ [STATEMENT OF SOCIAL SECURITY NUMBER](#) (B21)  
☐ [NOTICE TO INDIVIDUAL CONSUMER DEBTOR](#) (B201A)  
☐ [CERTIFICATION OF NOTICE TO INDIVIDUAL CONSUMER DEBTORS](#) (B201B)  
☐ [CHAPTER 13 PLAN](#) (MOW 3083-1.1)  
☐ [VERIFICATION OF MAILING MATRIX](#) (MOW 1009-1.2)  
☐ CREDITOR MAILING MATRIX (A TYPED OR WRITTEN LIST OF ALL OF YOUR CREDITORS BY NAME AND MAILING ADDRESS ONLY)

**PAYMENT**

- ☐ \$274 FILING FEE  
OR  
☐ [APPLICATION AND ORDER TO PAY FILING FEE IN INSTALLMENTS](#) (B3A)

**PROOF OF INCOME**

- ☐ PAY STUBS FROM THE LAST 60 DAYS BEFORE FILING DATE.  
ANY FULL SOCIAL SECURITY NUMBERS SHOULD BE REDACTED  
OR  
☐ [DEBTOR'S EVIDENCE OF NO EMPLOYER PAYMENTS](#) (MOW 1007-1.2)

**AFTER YOU FILE:**

- ☐ CERTIFICATE OF DEBTOR EDUCATION - MUST BE DATED **AFTER** THE DATE OF FILING  
FOR A LIST OF APPROVED AGENCIES, SEE [http://www.justice.gov/ust/eo/bapcpa/ccde/de\\_approved.htm](http://www.justice.gov/ust/eo/bapcpa/ccde/de_approved.htm)  
☐ [DEBTOR'S CERTIFICATION OF COMPLETION OF INSTRUCTIONAL COURSE CONCERNING FINANCIAL MANAGEMENT](#) (B23)  
☐ [MOTION FOR ENTRY OF CHAPTER 13 DISCHARGE](#) (MOW 4004-4.1) – THIS DOCUMENT CAN ONLY BE FILED AFTER THE CHAPTER 13 PLAN HAS BEEN COMPLETED